Instructions for using the electronic version of the SWPPP and WPCP Templates

This SWPPP and WPCP templates were developed in accordance with current (Jan. 2003) Caltrans computer standards, using PC computers and Microsoft® Word 2000. The templates have been tested and functioned without errors. Microsoft® Word contains special protection against macro viruses.

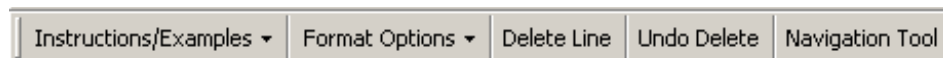In order for the templates to work properly, user must do the following:

1. When using Microsoft Office 2000 and/or XP, make sure that the latest Service Release package from Microsoft (Service Release 3) is installed in the computer. If the latest service release is not installed, it can de downloaded free of charge from the Microsoft Office Update site at http://office.microsoft.com/officeupdate/default.aspx

2. Enable the <u>medium</u> macro security option by under the TOOLS, MACRO, SECURITY screen.

The objectives of the SWPPP and WPCP templates are to:

(1) Provide easy data entry for contractors to prepare SWPPPs/WPCPs (instructions and examples can be viewed in the template while the SWPPP/WPCP is being prepared).

(2) Provide consistency in content and format of all SWPPPs/WPCPs prepared and submitted to Caltrans (thus making the SWPPP/WPCP review process more efficient).

Contractors and other users may download the templates from the Caltrans Web site at: http://www.dot.ca.gov/hq/contruc/. After downloading the files, the templates should be saved to the user's hard drive prior to editing either template. Saving the templates on the user's computer allows for proper saving of templates' edits and execution of macro program commands. Once the user has started to edit a template to turn it into a project-specific SWPPP or WPCP, the file should be saved with a different name (like a project name, project number, etc.) using the SAVE AS feature of Microsoft Word.

The templates have their own macros that were developed to include a small tool bar with five buttons:

When opening the file in Microsoft® Word, the user may get the following screen:
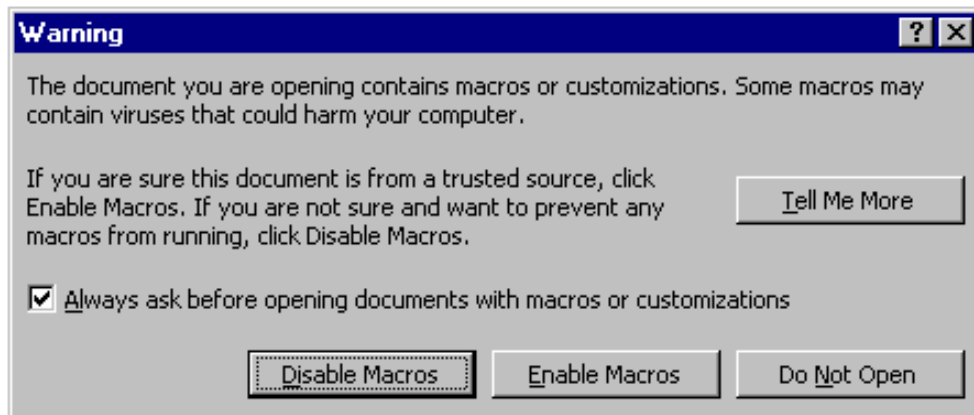
In order for the macros to work properly, click on the ENABLE MACROS button.

WARNING: The template documents are protected, disabling protection of may cause problems or may disable the macros and the documents may not work properly.

The templates has been automated in such a way that when the user type some of the Title Page fields (the project name, contract number, contractor company and date of the SWPPP preparation), **and pressing the TAB key after each field is entered**, the data will automatically flow to the headers and footers of all sections of the documents. The process of creating a Table of Contents has also been automated so that the correct titles and page numbers will show in the table of contents when printing the documents.

The various sections of the SWPPP and WPCP templates contain color-coded headers for instructions (blue), examples (teal) and required text (red). These color coded headers indicate that the text following the header provides instructions for preparing the section; an example of what the user may include in developing the SWPPP or WPCP; or what text that is required for developing a SWPPP/WPCP that complies with Caltrans requirements. User(s) developing a SWPPP/WPCP will enter additional text only after and under the "Required Text" headers. **After entering text in a field, press the TAB key to go to the next field (not the Enter key).**

Once a user has developed the text for the various sections of the SWPPP/WPCP, a draft SWPPP/WPCP, including instructions, examples and the completed text for each section, can be printed. The instructions include "check box" items that the preparer may use to visually review the printed version of his/her own work and check each of the instructions' items (and check boxes) as they are completed.

The final SWPPP/WPCP can then be viewed to check format and perform final edits as necessary. The final document can be printed without instructions and examples by

clicking on the INSTRUCTIONS/EXAMPLES button and choosing the HIDE option, or by going to the menu bar in MS Word, selecting the "TOOLS" menu, selecting "OPTIONS" and making sure that the HIDDEN TEXT checkboxes under both the VIEW and PRINT tabs are cleared.

The FORMAT OPTIONS button will allow the users to insert titles, paragraphs, bullets, bold text, underline text, and insert page breaks. DELETE LINE will allow the user to delete any lines that may be blank in the required text sections. If one too many lines are deleted, use the UNDELETE button.

The NAVIGATION TOOL button provides the user with an easy way to navigate through the various sections and subsections of the documents.